

# NAJC Community Renewal Fund (CRF)

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## Information for Applicants

### Background

The mandate of the Community Renewal Fund (CRF) Committee is to respond to the request of NAJC Full Member organizations and Supporting Member organizations based on the motion that was adopted at the NAJC Annual General Meeting in Victoria, BC on September 26, 2015. The motion adopted by National Council is as follows:

“The NAJC provide a one-time grant of

- \$24,000 maximum for NAJC Full Member organizations, and
- \$4000 maximum for NAJC Supporting Member organizations

beginning for the fiscal year 2016-2017, to cover the cost of capital projects, renovations, facility improvements, new or continuing programs, initiatives, events, and/or any related projects.”

The funds for the Community Renewal Fund come from the Endowment Fund and no portion of the funds shall be taken from the annual interest generated by the Sustaining Fund which is required for the operational cost of the NAJC.

### Community Renewal Fund Committee:

The Community Renewal Fund (CRF) Committee consists of the following members:

- Eiko Eby – Central Vancouver Island JC Society, Nanaimo
- Art Miki – Japanese Cultural Association of Manitoba
- Dave Mitsui – National Executive Board
- Patti Simpson – NAJC Hamilton Chapter
- George Uyeda – Kamloops Japanese Canadian Association

In the event that a Committee member resigns, a replacement to fill the vacancy will be elected at the following NAJC AGM through a nomination process.

### Roles and Responsibilities of the CRF Committee

- To develop guidelines for application and specific criteria for adjudication.
- To review applications and make decisions related to the allocation of funds.
- To review and approve the interim and summary reports.

## **Purpose of the Community Renewal Fund**

- To provide community organizations with the ability to revitalize the Japanese Canadian community.
- To provide financial assistance to Full Member and Supporting Member organizations to cover the cost of capital projects, renovations, facility improvements, new or continuing programs, initiatives, events, and/or any related projects which will increase the capacity and sustainability of the organizations.
- To increase the viability of organizations so they can focus on increased involvement in their volunteer base, greater youth engagement and retention and increasing their membership.

## **Applicant Eligibility**

- Must have been a Full Member or Supporting Member of NAJC on September 26, 2015, and currently a member in good standing to apply to the CRF Fund.
- Applicants to the Community Renewal Fund are not eligible to apply to the NAJC Community Development Fund or Endowment Funds for the same project.

## **Application process**

- The president or her/his designate of the Full Member organization or the Supporting Member organization should complete the application form.
- Application deadline dates are as follows:  
In 2016 – Immediately upon approval of the CRF criteria by the National Council (approximately 2 months later) and September 1  
In 2017 – March 31 and September 30  
In 2018 – March 31 and September 30  
In 2019 – March 31
- An organization may apply for a maximum grant but may choose to split the application into two separate proposals.
- The applicant may choose (one category or both) categories for which they are applying keeping in mind the maximum grant for Full Members is \$24,000 and for Supporting Members is \$4000.
  - a) New Facility, Renovation or Building Improvement Project**
  - b) New or Continuing Programs Support**

## Eligible Expenditures

Eligible costs for a new facility, renovation or building improvement project (such as replacement of windows, lighting, floors, furniture and equipment) include:

- Construction materials, supplies and related costs.
- Fees paid for outside experts and trades people.
- Costs for surveys and architectural drawings.
- Purchase of replacement materials, furnishings, equipment and related costs (e.g., installation).
- Delivery costs for building materials and supplies.
- Equipment purchase or rental
- Dumping and disposal fees.
- Other (specify)

Eligible costs for new and continuing programs, initiatives, events, and/or any related projects include:

- Rental of facility
- Honoraria
- Advertising and promotion
- Printing
- Supplies
- Equipment purchase
- Equipment rental and purchase of software
- Other (specify)

## Examples of what will not be funded

- Core budgets of Full Member or Supporting Member organizations to maintain ongoing operations
- Repayment of mortgage or debt or provide a loan to another organization
- After-the-fact activities (i.e. projects or activities completed prior to application date)
- Purchase of prizes or awards or donations to other organizations or individuals.

## Selection Criteria

Since decisions will be based upon the information submitted by the applicant, it is imperative to provide all details as requested in the application form. Here are some examples:

- Merit of the proposed project or activity and related outcomes.
- Contribution to promotion or development of Japanese Canadian culture or heritage.
- Impact and benefit to Japanese Canadian community

Other considerations might be previous achievements and ability to successfully complete project.

## **Allocation of Funding**

- The maximum amount of funding available to a Full Member is \$24,000 and to a Supporting Member is \$4000.
- Once approved the applying organization will receive 50% of the grant up front, 30% mid-way through the project and upon submission of an interim report and 20% upon completion of the project and submission of the summary report. The reports are to be submitted to the CRF Committee through the NAJC office.
- Applicants must have completed the project with a summary report by March 31, 2021.
- The funds awarded through the CRF are for approved projects only. If for whatever reason the project does not proceed to its completion, the funds awarded must be returned to the NAJC CRF Committee within 6 months of the project being cancelled or ended.

## **Evaluation process**

- Applications to the CRF will be adjudicated by the CRF Committee and decisions including the amount of the grant awarded will be communicated to the NAJC National Executive Board. Notification to the successful organizations will be made by the NAJC.
- If an applicant is a member of the selection committee, that member must recuse themselves from the decision and discussion to determine the outcome of the application.
- All applications must be complete and self-contained. The selection committee will not refer to earlier applications for information.
- Adjudication will take place twice per year in 2016, 2017, 2018, and once in 2019.
- There is no appeal process available – the final decision on grants awarded rests with the NAJC CRF Committee.
- Upon completion of the project, the applicant must submit a written report to the Community Renewal Fund Committee through the NAJC office indicating whether the project met its intended goals, what were the outcomes and the benefits to the community, was an article written for the Bulletin or Nikkei Voice/ NAJC website on the project, and/or was NAJC acknowledged in the article. Report Forms will be developed and filled out on completion of the project. Placing a profile of projects in the Bulletin/Nikkei Voice will help promote the NAJC and member organizations.